

Virginia
DOR
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

INSTRUCTOR CERTIFICATE APPLICATION
Fee \$135.00

1. Name	First	Middle	Last	Generation (SR, JR, III, etc.)
2. Address				
3. City				
4. State				
5. Zip				
6. Telephone				
7. E-mail				
8. Date				

7. Telephone & Facsimile Numbers () -
Telephone Facsimile Beeper/Cellular

9. Do you hold a current or expired real estate appraiser license, certification or registration from another jurisdiction?

No ☐

Yes ☐ If yes, complete the following table. You are also required to submit an original Certification of Licensure/Letter of Good Standing, dated within the last 60 days, from each jurisdiction.

State	License, Certification or Registration Number	Expiration Date

10. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	4002	LICENSE NUMBER	ISSUE DATE
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11. Which **one** of the following qualifications are you using to obtain a Virginia Real Estate Appraiser Instructor Certificate?

- ☐ A baccalaureate degree in real estate, economics, finance or business; and completion of the state appraisal licensing educational requirements for the level you will instruct - **Please attach a college transcript verifying your degree, and a transcript, certificate, or letter of completion verifying the type and number of hours of appraisal education you have received.**
- ☐ A baccalaureate degree; an appraisal license in good standing for at least two years; and a current Certified Residential or Certified General Appraisal License appropriate for the level you will instruct - **Please attach a college transcript verifying your degree, a copy of your current appraiser license, and, *if required*, a Certification of Licensure/Letter of Good Standing from all states (excluding Virginia) in which you hold a real estate appraiser license.**
- ☐ Seven years of active experience acquired in the appraisal field during the last ten years; an appraisal license in good standing for at least two years; and a Certified Residential or Certified General Appraisal License appropriate for the level you will instruct - **Please attach the Experience Verification Form, a copy of your current appraiser license, and *if required*, a Certification of Licensure/Letter of Good Standing from all states (excluding Virginia) in which you hold a real estate appraiser license.**

12. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action prior to the receiving this certificate. I also certify that I understand, and have complied with, all the laws of Virginia related to Real Estate Appraisers under the provisions of Title 54.1, Chapter 20.1 of the *Code of Virginia* and the *Real Estate Appraiser Board Regulations*.

Signature _____

Date _____

* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

All pre-licensing courses must be taught by an instructor certified by the Virginia Real Estate Appraisers Board. All 15-hour USPAP courses must be taught by an AQB certified instructor.